

Effective immediately, employers who submit Fifty (50) or more W-2 forms with The City of Reading must file these forms with the Tax Administration Division on magnetic media or through electronic filing.

An employer with 50 or more W-2 forms who does not comply with the requirement for filing on magnetic media or electronic filing will be penalized by the Income Tax Officer.

The City of Reading also encourages employers with fewer than 50 W-2s to use the enclosed instructions.

If you choose to send the file via email, follow the technical reporting instructions. Then send the file to the Tax Administration Division at taxfiles@readingpa.org include your company name in the email subject line, continue to send all paperwork along with your payment to Tax Administration.

You may need the Social Security Magnetic Media Reporting and Electronic Filing Guide for tax year 2005 (MMREF-1) for detailed record descriptions. If you do not have this guide, you can download a copy from Social Security at www.ssa.gov/employer.

If you have any questions relative to the filing of the tax, please contact the Tax Administration Division directly at 610-655-6392/6066.

Thank You

Tax Administration Division
610-655-6392/6066



City of Reading

MAGNETIC MEDIA

REPORTING

AND

ELECTRONIC FILING

FOR TAX YEAR 2005

Submitting Annual W-2 Information
To the City of Reading, Pennsylvania
Revision Date: 11/3/05

FILING NOTICES

- **We no longer accept 8", 5 1/4" or 3 1/2" diskettes, or any type of cartridges**
- **Electronic files are to be sent to taxfiles@readingpa.org
CD's can be mailed to the Tax Administration office.**
- **We will not accept any file in the Magnetic Media Reporting and Electronic Filing (TIB-4) format**
- **We do not accept files on magnetic tape**
- **Do not create a file that contains any data recorded after the CODE RF record**
- **Be sure to enter the correct tax year in the employer records**
- **Mail the Employers Annual Reconciliation of Income Tax Withheld From Wages form to:**

**Tax Administration
815 Washington St
Reading, PA 19601**

FILE REQUIREMENTS

General Requirements

Data must be recorded in ASCII character set.

Do not add an extension (".dat" ".bak") to the file name.

Any file not properly identified internally by W2REPORT will be returned UNPROCESSED.

The City will not accept back-up files or compressed files.

Data should be in upper case letters.

Each file must contain W-2 information for a single tax year only. A file containing multiple tax years will be rejected.

Data Records

All data records must be a fixed length of 512 bytes. Deviations from the prescribed record formats will prevent proper processing of your file by the City of Reading. A properly composed W-2 file is comprised of the following records:

Code RA - Submitter Record
Code RE - Employer Record
Code RS - State & Local Records
Code RT - Total Record
Code RF - Final Record

For record layouts follow the current Social Security Administration Magnetic Media Reporting.

Local tax information required:

RE record

RS record

- **Local Taxable Wages, positions 309-319 - Total taxable gross wages, right justify and Zero fill.**
- **Local Income Tax Withheld, location 320-330 - Total local tax withheld, right justify and zero fill.**
- **Federal Employer Identification Number, positions 248-259, DO NOT HYPHENATE – left justified with spaces as filler**